DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 1500.29
SHOPA
13 OCT 1998

CNET INSTRUCTION 1500.29

Subj: LOCAL TRAINING AUTHORITY (LTA)

Ref: (a) Navy School Management Manual (NAVEDTRA 135A)
        (b) Non-Resident Training Course for Navy Managers
            (NAVEDTRA 149)

Encl: (1) LTA User's Manual

1. <u>Purpose.</u> To provide policy and define the LTA's roles and
responsibilities for the identification, certification, and
management of non-traditional training (NTT).

2. <u>Scoop.</u> The provisions of this instruction apply to all
non-traditional training sites (NTTS) selected to train Navy
personnel using either Navy-provided curriculum or curriculum
materials provided by the NTTS. For purposes of this instruction
a formal course of instruction is training that the Fleet
Commanders in Chief/Type Commanders/Chief of Naval Education and
Training (FLTCINCs/TYCOMs/CNET) have determined satisfies a
valid, continuing training requirement. Formal courses of
instruction-will be given a course identification number (CIN)
and assigned a Course Curriculum Model Manager (CCMM).

3. <u>Discussion.</u> Based on the need to reduce training costs
while maintaining educationally sound, current, and technically
accurate training within a geographic region, CNET has approved
the use of NTTS to satisfy formal training requirements. An NTTS
is any source of training provided outside of formal CNET schools
to Navy personnel that is required to satisfy a valid training
requirement. Examples of NTTS include colleges, Navy and private
shipyards, Shore Intermediate Maintenance Activities, vocational/
technical schools, etc., but do not include contractor-provided,
factory training directed by an acquisition contract. Reference
(a) provides the guidance and framework for managing Navy train-
ing in the formal Navy school environment. Reference (b) pro-
vides the training to support reference (a) . Enclosure (1) pro-
vides policy for the certification, delivery, and management of
training at an NTTS. The checklist contained in enclosure (1)
will be used by the LTA to certify the NTTS to provide Navy
courses to Navy personnel. All applicable information (i.e.,
Navy Training Requirements Review (NTRR)) will be considered in
making the decision use NTTS training and in evaluating the
continuation of such training.

4. <u>Responsibility</u>

   a. <u>CNET</u>

      (1) Provide policy and direction for the use of NTTS for the delivery of formal courses of instruction.

      (2) Designate a Naval Education and Training Command (NAVEDTRACOM) activity to serve as the LTA and provide for necessary training, program coordination, and support.

      (3) Provide policy and direction to the LTA.

      (4) Plan, program, and budget for the management of the LTA with appropriate commands and offices.

   b. <u>FLTCINCs/TYCOMs</u>

      (1) Identify a need for NTT when formal Navy training does not exist or is not economically feasible to use.

      (2) Regularly verify that published training requirements are current.

      (3) Provide feedback to the LTA on quality of instruction and indicators of potential training problems.

   c. <u>LTA</u>

      (1) Certify NTTS and non-traditional methods of delivering training in the geographic area per enclosure (1).

      (2) Serve as the CNET local training oversight agent in the administration of NTT.

      (3) Track effectiveness on NTT by evaluating the measures of effectiveness (MOEs) established in enclosure (1).

      (4) Identify and evaluate training methods and systems employed by the Navy, other services, and by the civilian education/training community for their applicability to fleet training operations and the potential for increasing training effectiveness.

      (5) Actively pursue dialogue with TYCOM training departments to continually identify new fleet training requirements for NTTS application.

      (6) Act as coordination and consolidation point for requests that identify informal training needs.

(7) Certify training materials developed by NTTS as educationally sound and coordinate with CNET/TYCOM/CCMM for certification of material for technical accuracy.

(8) Ensure training provided by NTTS is conducted and evaluated per enclosure (1). Gather feedback from the customers on the quality of the training provided by the NTTS.

(9) Provide, or provide for, in-service training to the NTTS as required.

(10) Act as CNET'S agent in area training initiatives and keep CNET fully advised as to the progress and results.

(11) Serve as quota coordinator for non-Navy Enlisted Classification (NEC) courses delivered by the NTTS.

(12) Ensure all NTTS formal courses delivered through NTT are identified, entered and course data maintained accurate in Navy Integrated Training Resources and Administration System (NITRAS).

(13) Ensure schedules for courses delivered through NTT are entered in NITRAS.

(14) Provide support to CNET in conducting feasibility studies for training provided by an NTTS.

(15) Promote and facilitate the sharing of resources for training in the geographic area.

(16) Act as CNET'S representative for Shipboard Training Enhancement Program (STEP) in-progress reviews in the geographic area.

(17) Reaffirm NTTS certification every 3-5 years.

(18) When applicable, coordinate pricing of NTTS training and conduct an analysis to determine if the training is economically feasible and financially beneficial.

(19) When applicable, coordinate TTE Life Cycle Support for NTT with the CNET Program Manager.
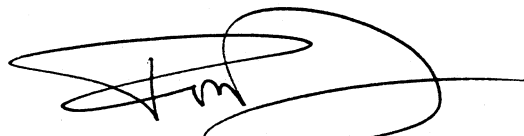
   d. <u>NTTS</u>

(1) Ensure effective instructor, curriculum, and student management is accomplished per the guidelines listed in enclosure (1).

(2) Conduct approved Navy training as certified.

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5 <u>Action</u>. Activities assigned responsibility above and those desiring to participate in any part of the NTT program shall implement the policy, guidance, and procedures described herein Any request for exclusion, by the NTTS, from the provisions set forth in this directive shall be submitted by the LTA to CNET for resolution.

M. DIRREN, JR.
Acting

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LOCAL TRAINING AUTHORITY

USER'S MANUAL FOR

NON-TRADITIONAL TRAINING

AUGUST 1998

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INTRODUCTION

The Navy has traditionally provided Sailors and officers who are mission capable and fleet ready. An important aspect of the Navy's ability to provide this high quality member is training. Currently, much of the training is traditional training, traditional in the sense that the training is delivered by a Navy Training Command, normally group paced, highly structured, and delivered in the classroom/laboratory setting with specific training materials. This type of training situation works well in most cases; however, several changes in the way we do business have occurred forcing us to look at other means or methods of delivering training.

One significant change that has occurred is the cost to deliver traditional training. This cost has increased and is expected to rise. It is expensive to maintain a training infrastructure where only a portion is devoted to training the Sailor. Another factor is quality of life. In many cases training is unavailable to the Sailor locally, requiring the Sailor to leave home to receive the training. The challenge is to address quality of life issues while delivering high quality training in a more effective manner.

The Non-traditional Training Site (NTTS) provides these options. An NTTS may be a college, vocational school, shipyard, etc. , which has been certified to provide training to Navy personnel. The organization assigned oversight of the NTTS is the Local Training Authority (LTA).

The LTA is certified by CNET and is tasked with a wide variety of duties. This manual has been designed to provide the LTA with guidelines on how to perform these duties. It should be used as a source of information for the LTA in performing oversight of the NTTS.

SECTION 1.0 CERTIFICATION OF AN ON-TRADITIONAL TRAINING SITE (NTTS)

The LTA is a NAVEDTRACOM training activity that has been certified by CNET to ensure the training delivered through non-traditional means is readily available, is of the highest quality and is provided in the most effective manner.

Once certified by CNET, the LTA is authorized to act as CNET's agent in certifying NTTS and non-traditional methods of delivering training in the area. NTTS must be certified by the LTA prior to providing training to Navy personnel. Certification of non-traditional sites and methods may involve:

- **Certification of an NTTS.** Certification of an NTTS involves an assessment of their ability to provide quality instruction for the Sailor. In the assessment process, the LTA will review the following components of the NTTS's training program:

      (1) Instructional Management

      (2) Curriculum Management

      (3) Evaluation Management

      (4) Student Management

- **Certification of a NTTS to deliver a specific course of instruction.** In addition to the overall certification, the NTTS will be certified to deliver a specific course of instruction. This type of course certification means that the NTTS has the technical expertise and facilities to provide the training. When certifying an NTTS to provide NEC-producing training, subject matter experts (SMEs) from the training command will be included as a part of the certification team.

- **Certification of a non-traditional delivery method.** In some instances individual Sailor(s) who are not currently attached to a training command may be authorized to deliver training. This may occur when a Sailor's duty assignment, immediately prior to the current assignment, was at a training command as an instructor. In order for this type of individual certification to occur, the following procedures must be adhered to:

      (1) The training command where the individual was assigned must verify that the instructor was certified and continues to be technically qualified to teach the entire curriculum in a specific course of instruction.

      (2) Evaluation of the instructor will be conducted as discussed in Section 2.4 of this manual.

    Results of all NTTS certifications will be forwarded to CNET for endorsement.

    Once an NTTS is certified, the LTA wil coordinate with the fleet to identify training requirements that may be met by the NTTS . Additional information dealing with course certification is contained in Section 3.0, Curriculum Management.

SECTION 2.0 INSTRUCTIONAL MANAGEMENT

The LTA is responsible for assessing the quality of the instructional management program at an NTTS. The instructional management program involves:

- Training for the Instructors

- Certification/Evaluation of Instructors

Training and qualification programs for instructors teaching at the NTTS will vary depending on the training site. For example, some NTTSs may be colleges or vocational schools which have instructor qualification standards that exceed that of NAVEDTRACOM .

It is the job of the LTA to ensure the training program established by the NTTS for its instructors is equivalent to the program established for NAVEDTRACOM instructors as outlined in NAVEDTRA 135A.

Section 2.1 Navy Instructor Training (IT) Course (A-012-0011)

The Navy IT course is the standard for all instructor training programs. The NTTS may request seats in a locally conducted Navy IT course. If quotas are available, the LTA should make every effort to assist in obtaining quotas. However, graduation from Navy IT. course, or any other NAVEDTRACOM instructor training course, is not the only way a non-traditional training instructor may be certified to teach Navy students.

Section 2.2 Equivalent Instructor Training Programs

Where a Navy IT course is not available locally, or NTTS training quotas cannot be met through the Navy IT course, the NTTS may use their own instructor training program. To satisfy the instructors' training/certification/evaluation requirement, the NTTS instructor training program must be certified as equivalent training by CNET. The LTA will review the training program and make recommendations to CNET for equivalency. Minimum equivalency requirements include training in the following areas:

- Instructional Methodology

- Student Motivation Techniques

- Traits of an Effective Instructor

- Oral Questioning Techniques

- Use of Training Aids

- Alternative Methods of Learning Styles

- Student Counseling Techniques

Section 2.3 Certification of Instructors

All instructors assigned to teach Navy students at the NTTS will satisfactorily complete the Navy IT course or equivalent as a Part of the certification program. In addition, all NTTS instructors must complete the following prior to being certified to teach Navy students:

- Training on the Navy's policy on sexual harassment

- Training on the Navy's policy on fraternization

- Training on Navy core values

- Instructor training track of the NAVEDTRA 149 (Non-Resident Training Course for Training Managers) or equivalent. The LTA will determine equivalency for this training.

- Satisfactory evaluation by the NTTS.

Naval Technical Training Center (NAVTECHTRACEN), Corry Station, Pensacola, FL is the course curriculum model manager (CCMM) for the Navy IT courses. As CCMM, they are responsible for providing the training materials for sexual harassment, fraternization, and core values to the LTA. The LTA may conduct the training for the NTTS or certify the NTTS to deliver the training. After completion of all the training requirements, the NTTS will certify each individual instructor.

Section 2.4 Evaluation of Instructors

After completion of the instructor certification process, NTTS instructors assigned to teach Navy students must maintain technical competency in the subject matter and develop/enhance sound instructional techniques. To accomplish this, the NTTS will have an instructor evaluation program in place that ensures all instructors are evaluated on a scheduled basis and their performance is documented. In addition, procedures must be in place for:

(1) correcting deficiencies noted during the evaluation

(2) removing instructors who exhibit unsatisfactory performance.

The LTA is encouraged to spot-check instructor evaluations on NTTS instructors. Scheduling and critiques of these evaluations will be coordinated with the NTTS.

In the instance where the instructor is a Sailor certified by the CCMM and the LTA to deliver training, the LTA is responsible for ensuring that evaluations are conducted as required. Refer to Section 1.0, Certification of a Non-traditional Delivery Method.

Section 2.5 Instructor Evaluation Checklist

The NTTS will use a standardized checklist to conduct all instructor evaluations. The checklist must cover instructional delivery, student interaction, technical competency and review/summary techniques. The NTTS may use the checklist contained in NAVEDTRA 135A, modify the checklist or develop their own. If the checklist is different from the one provided in the NAVEDTRA 135A, it must be approved by the LTA prior to its use.

SECTION 3.0 CURRICULUM MANAGEMENT

The LTA is responsible for the oversight of the curriculum management process used to support formal training conducted at the NTTS. Formal training is defined as that training which satisfies a validated, continuous requirement and is assigned a Course Identification Number (CIN) and Course Curriculum Model Manager (CCMM). In the curriculum management process, the LTA is responsible for ensuring that curricula:

- Is developed in accordance with sound educational practices.

- Satisfies a valid training requirement.

- Is maintained current and accurate.

The curriculum management process begins when the LTA receives a request for formal training. All requests for formal training will be processed through the LTA.

The training provided by the NTTS may fall into one of the following categories:

- NAVEDTRACOM Training

- TYCOM Authorized Training

- NTTS Developed Training

- Just-in-Time Training

The specific action required by the LTA will vary based on the type of training provided and the curriculum development/revision/implementation effort.

Section 3.1 NAVEDTRACOM Training

NAVEDTRACOM training includes formal training courses that have been assigned a CCMM and CIN and are being taught within NAVEDTRACOM . NAVEDTRACOM formal training may be instructor led, pencil and paper training, Video Tele Training (VTT) or training delivered by a Mobile Training Team. The LTA must determine the most effective means to provide the training. If the most effective means is through instructor led, pencil and paper training at a NTTS, the LTA has the following responsibilities:

(1) Obtain copies of all training materials from the CCMM. This includes instructor guides, student/trainee guides, audio visuals, testing and reference materials. The LTA is authorized to deal directly with the CCMM for the delivery of this material.

(2) Provide the training materials to the NTTS. The training materials will be used by NTTS to deliver the training. The LTA must ensure that the training materials are being used and that the objectives of the course are being met. This may be accomplished through on-site visits or through the course review process. More information on the evaluation of training materials is contained in Section 4.0, Evaluation Management.

(3) Authorize deviations from teaching times and course structure while ensuring that all objectives are accomplished. The NTTS should make every effort to adhere to the teaching times and course structure of the training; however, in some instances this may not be feasible. For example, some NTTS training may be self paced or included as a part of a course used to educate college students, train shipyard workers or technicians.

(4) Maintain liaison with both the NTTS and the CCMM. Any training materials modifications to NAVEDTRACOM training must be coordinated by the LTA. Requests for training materials modifications may be generated by the CCMM or the NTTS.

(5) The LTA will conduct an initial curriculum materials inventory upon receipt, and document and resolve any material deficiencies with the CCMM prior to issuing the materials to the NTTS. Only complete curriculum material packages will be delivered to the NTTS. In some instances it may be necessary for the LTA to maintain a file copy of the Navy curriculum received from the CCMM for use by the NTTS.

Section 3.2 Type Commander (TYCOM) Training

In many cases, the training provided by the NTTS is based on a valid TYCOM training requirement that may or may not already exist as formal training. The following steps serve as a guideline for implementing TYCOM training at an NTTS.

(1) The TYCOM must identify a valid training requirement. This requirement will be documented by the TYCOM and fully explained as to mission, frequency of the requirement, and numbers/types of personnel requiring the training.

(2) The LTA must determine if training to meet this requirement already exists within NAVEDTRACOM and assess the most effective means to deliver the training. The LTA will coordinate this assessment with CNET.

If the training already exists within NAVEDTRACOM, the LTA will take appropriate action to provide the TYCOM a copy of the curriculum for their review and coordinate the delivery of that NAVEDTRACOM training.

(3) If the training materials meet TYCOM requirements, and can be delivered by the NTTS in an effective manner, the LTA will provide the training materials to the NTTS as noted above.

(4) If the training does not already exist within NAVEDTRACOM, the LTA will investigate the availability of the training at an NTTS. If training is currently available at an NTTS, the LTA will coordinate a review of the curriculum with the TYCOMS, CNET and schoolhouse SMEs to determine if the NTTS training meets the requirements. If the training is certified as meeting the requirements, a CIN will be assigned. In some cases, the training provided by the NTTS may exceed the training requirement. In these instances, the LTA must ensure that the TYCOM specifies what portion of the training is necessary to meet the requirement.

Section 3.3 NTTS Developed Training

If the training does not already exist within NAVEDTRACOM or at an NTTS, the LTA, in conjunction with CNET and the TYCOM, will determine the most effective means to provide the training. It may be necessary to task a Navy training command with the development of the training or contract for the training development with an NTTS. For training developed by an NTTS, the LTA will ensure that the following procedures/documents are provided:

(1) Mission Statement, provided by the originator of the training, that identifies the purpose, level of training required, frequency of the training, numbers and types of personnel requiring training.

(2) List of resource requirements, provided by the NTTS, to include classroom capacity, instructor manning, and equipment availability.

(3) List of learning objectives, provided by the NTTS, that contain behavior, condition, and standards that are educationally sound and that support the Mission Statement.

(4) Course structure, provided by the NTTS, to include list of topics, times to teach each topic, and the objectives covered in each topic.

(5) Training materials that support the objectives, provided by the NTTS. It is expected and acceptable for the format of the training materials (instructor guides, student guides, audio-visuals) developed by the NTTS to vary from training materials developed in accordance with Navy standards.

The LTA will certify the training materials for educational soundness and safe training practices.

The originator of the training requirement and/or CNET will certify the training materials for technical accuracy.

CNET/TYCOM will assign a CIN and CCMM.

Section 3.4   Just-In-Time Training

In some cases the TYCOMs may require just-in-time training or training to meet a one-time need. If the training is not required on a recurring basis and training is already available at an NTTS, the TYCOMS may arrange for the training with the NTTS. This training does not constitute formal training and therefore is not covered in these guidelines.

The LTA shall, however, record the occurrences of this type of training." It may be determined that the training is needed due to some deficiency in earlier training or that it is no longer a one-time need but a valid, continuous requirement

Section 3.5   Mobile Training Team (MTT) and Video Tele Training (VTT)

In some instances, the most effective means to deliver the training is through an MTT or VTT. The LTA will coordinate all requests for MTTs and VTTS.

Section 3.6   Informal Training

Informal training is training needed by the fleet but has not been identified as a formal training requirement. While the customer is not required to communicate with the LTA for informal training needs, nor is the LTA required to certify training sites to deliver informal training, it is recommended that both the fleet and the LTA work together in an effort to identify cost savings for the Navy. The LTA will provide the support needed to identify and certify training sites to conduct informal training if requested by the fleet.

SECTION 4.0 EVALUATION MANAGEMENT

Evaluation management includes both internal and external evaluation. Internal evaluation provides feedback on the quality of the training as it is provided to the student. External evaluation provides feedback on the quality of the graduate and how that training supports fleet needs. The LTA is an integral component of both the internal and external evaluation processes. An evaluation program consisting of the following elements will be implemented for all formal training conducted at the NTTS.

Internal evaluation includes:

- Course Review

- Student Critique

- Course Utilization

- Course Safety Program

- Testing

- Internal Feedback

Section 4.1 Course Review Requirement

A course review will be conducted for all formal courses delivered at an NTTS. The purpose of this review is to:

- Evaluate course materials for accuracy and teachability.

- Ensure training provided meets the training requirement.

- Identify areas for improvement.

Section 4.1.1 Initial Course Review

When an NTTS is certified to teach a course, the LTA and the NTTS will jointly complete a course review to ensure the adequacy of the materials received or developed. During subsequent reviews, the LTA may participate in the conduct of the review or in some cases, simply consolidate the findings and forward to the CCMM. The level of participation is at the discretion of the LTA.

Section 4.1.2 Conducting the Course Review

Subsequent course reviews will be conducted on a cycle that coincides with the NTRR review process or as directed by higher authority. The results of the review will be consolidated by the LTA and forwarded to the CCMM/TYCOM in preparation for the NTRR.

The LTA will communicate with the CCMM/TYCOM to determine the expected due date of the course review results. The LTA will track the action items addressed during the course review and provide assistance to the CCMM in correcting the discrepancies.

Section 4.1.3 Course Review Checklist

NAVEDTRA 135A contains a sample checklist that may be used as a guideline to conduct the review. There are some items on the checklist that do not apply to the NTTS. At a minimum, the checklist must address the curricula, testing procedures and test materials, facilities and equipment, student management, and instructor effectiveness.

The LTA will work in conjunction with the CCMM/TYCOM to determine which elements under these major headings will be covered during the course review. This may require the development of a revised course review checklist. The LTA must ensure that the checklist used by the NTTS is consistent between courses and that the CCMM/TYCOM receive the data they require for evaluation.

Section 4.2 Student Critique Program

As discussed in NAVEDTRA 135A, the student critique program is used to allow a student the opportunity to comment on training and quality of life issues. All students attending training at an NTTS will be given the opportunity to complete a critique, or critiques, at any time during the training. Students may sign the form if desired or when feedback is expected; however, a signature is not necessary.

Section 4.2.1 Student Critique Forms

Critique forms may be developed by the NTTS and approved by the LTA or developed by the LTA and provided to the NTTS. At a minimum, the critique forms will address instructional quality, curriculum adequacy, quality of life, safety, and the training environment.

Section 4.2.2 Analysis of Student Critiques

The NTTS will make all critiques completed by Navy personnel available to the LTA for review. The NTTS will review all critiques and analyze the results and take action if necessary. For issues the NTTS is unable to resolve or are inappropriate for them to attempt to resolve, the LTA will assign responsibility and track the discrepancy until action is complete. For issues outside their responsibility, the LTA will notify the appropriate authority for action. Periodically, the LTA will review the critiques to determine trends and status of action items.

Section 4.3 Testing Programs

Testing programs are the means by which a student's achievement of the objectives is measured. The development of a sound testing program is critical not only in measuring student progress but also in measuring the effectiveness of the training.

Section 4.3.1 NAVEDTRACOM Courses

For NAVEDTRACOM developed courses, the testing materials will be provided to the LTA along with the curricula. Testing materials include the testing plan, test bank, performance tests and grading criteria for the performance tests. Requests for deviation from the testing program must be approved by the LTA in conjunction with the CCMM.

Section 4.3.2 TYCOM Authorized and NTTS Developed Training

NAVEDTRA 135A, Appendix C, and NAVEDTRA 130 and 131, may be used as guidelines in the development of the testing materials; however, format and content may vary. It is the responsibility of the LTA to determine the adequacy and effectiveness of the testing materials and the testing program. The LTA will ensure the following minimum testing requirements are met:

- Testing program that measures student performance of the objectives.

- Objectives are measured to the level of performance required.

- Testing evaluation program describes:

    (1) When and how tests are administered.

    (2) Types of tests used.

    (3) Evaluation procedures used to measure student performance.

    (4) Minimal acceptable student performance.

    (5) Actions taken in the event a test is failed and actions taken if the student is unsuccessful in attaining the course objectives.

- Written guidelines provided to the student on how to complete performance tests and labs.

- Criteria for performance tests that specify how the instructor is to grade student performance.

- Testing materials that are educationally sound and technically accurate.

Section 4.4   Internal Feedback

For NAVEDTRACOM courses, the LTA has the opportunity to gather feedback from the NTTS and provide that feedback directly to the CCMM. This may be accomplished by the student critique program or through the course review program. Additionally, the LTA will gather feedback from the NTTS on the quality of the student and the quality of the materials. Comments concerning these should be consolidated and provided back to the CCMM, or CCMM responsible for prerequisite training, for the purpose of improving the training.

Section 4.5   Navy Training Requirements Review (NTRR)

NTRRs are used to gather feedback from the fleet on the adequacy of training. They are normally conducted once every three years. Prior to the NTRR, a list of courses scheduled for review will be published. When this list is received, the LTA will ensure that a course review is conducted by the NTTS for all courses on the list. The LTA will consolidate the findings and forward them to the CCMM. In some cases, the LTA may be required to serve as a working member on the NTRR.

Section 4.6   Customer Feedback

The LTA is responsible for coordinating requests for customer feedback on the quality of the training provided by the NTTS. This is accomplished on a periodic basis and the results provided to CNET.

At a minimum, customer feedback will be gathered prior to the review of a course at the NTRR. All action items will be tracked by the LTA.

SECTION 5.0 STUDENT MANAGEMENT

The student management program initiated at the NTTS will vary depending on the type of training provided. If "A" or "C" school training is being conducted, the requirements are standard in nature and are outlined in the NAVEDTRA 135A. For all other types of training, such as fleet training (F schools), the requirements are less rigid. Student management programs should address:

- Student Acceleration

- Student Counseling

- Remediation

- Setback and Attrition/Drop from Training

- Academic Review Boards

- Student Progress and Performance

- Student Record Keeping

Section 5.1 Student Acceleration

Student acceleration programs are designed to move the student through training more quickly by allowing them to take tests or, in some cases, allowing for self-paced instruction. The LTA's role in student management of self-paced instruction is to ensure that the student achieves the objectives and the time is used efficiently. The LTA will maintain documentation on time to train for each student accelerated through training and for students completing self-paced instruction.

Section 5.2 Counseling Program

Counseling programs are used to assist students with academic or non-academic problems they encounter while attending training. The NTTS is responsible for providing academic counseling only. Academic counseling should occur as soon as the course instructor suspects a problem. The guidelines contained in NAVEDTRA 135A may be used to assist the NTTS in conducting counseling and in identifying students who may be experiencing academic problems. If the student receiving counseling is an "A" or "C" school student, all counseling sessions will be documented.

Non-academic counseling and/or counseling required as a result of inappropriate military conduct will not be conducted by the NTTS. Students on permanent change of station (PCS) orders will be referred by the NTTS to the LTA for all non-academic counseling problems. Students TDY will be referred back to their parent command for action. The LTA will be informed in instances where non-academic counseling results in a drop or discontinuation of training.

The LTA is responsible for ensuring that counseling occurs as required and is appropriately documented.

Section 5.3 Remediation

Remediation is used to assist students who are having difficulty learning at the same pace as the other students. Remediation may be a direct result of an academic counseling session. The LTA will ensure that the NTTS has a means of identifying students who are experiencing problems early in their training and that those students are provided remedial training when their academic performance does not meet minimum course standards.

Because of the cost factor, it may not be possible to remediate students after the normal training day, as is customary in the traditional training setting. If additional costs are incurred due to remediation, the activity providing the funding approves the additional expense prior to conducting after hours remediation. Remediation may typically take the form of homework and self study assignments.

Section 5.4 Setback and Attrition or Drop from Training

The rules that govern setbacks in a traditional training environment may not apply to all non-traditional training. One of the deciding factors is cost. If the student can be set back without incurring additional costs, every effort should be made by the NTTS. If the setback generates additional costs, the activity providing the funding shall approve the setback. The NTTS will notify the LTA and the parent command immediately if a setback is likely.

Students may be dropped from training for academic or non-academic reasons. Students unable to attain the course objectives will be academically dropped from training. Students who are unable to complete training for reasons other than academic will be non-academically dropped. The NTTS will forward all recommendations to drop a student from training to the LTA for action. The LTA will notify the parent command which will take action regarding student disposition.

The LTA will coordinate all student setback and attrition actions with the local Personnel Support Activity Detachment (PERSUPP DET).

Section 5.5 Academic Review Boards (ARB)

ARBs are required prior to recommending a student for setback or drop from and "A" or "C" school. The guidelines contained in NAVEDTRA 135A will be used if an ARB is required. In addition to these guidelines, all ARB recommendations will be sent to the LTA for action. The LTA will contact the student's parent command to discuss the recommendation of the ARB. The parent command and the commanding officer of the LTA will determine the appropriate action to take.

Section 5.6 Student Progress and Performance

Tracking student progress and measuring student performance are valuable tools in assessing the quality of training. It is important to move the student through training quickly, while at the same time ensuring that the graduate will be able to perform to the expected level.

The LTA is responsible for ensuring that all student test grades, retest scores, course averages, etc., are maintained by the NTTS for each student. In addition to the testing data, information on setbacks and attrites will be documented by the NTTS and provided to the LTA. As noted below, student progress and performance for "A" and "C" school students must be documented in the student's record. All other types of training may record this information with class rosters or performance sheets.

Section 5.7   Student Record Keeping

The LTA will ensure student training is documented and maintained at least two years. "A" or "C" school documentation will be in the form of an individual student record. The student record must contain academic performance data, academic counseling sessions, ARBs, setbacks/attrition. For all other types of training, documentation will address course attendance and disposition (date of graduation or attrite) for each student.

SECTION 6.0 IN-SERVICE TRAINING

The LTA is responsible for providing in-service training, that supports the NAVEDTRACOM mission, to the NTTS. Training will be provided in areas relating to curriculum management instructional management, evaluation management, student management, etc. NTTS may be directed by the LTA to attend training or the NTTS may request training from the LTA. The LTA will document all training provided to the NTTS.

The LTA is responsible for coordinating all requests for NAVEDTRA 149 (Navy Schoolhouse Management Training).

SECTION 7.0 STUDENT QUOTA MANAGEMENT

One of the many benefits of establishing an LTA is for the coordination of area training requests. In order to realize these benefits, the LTA will act as student quota manager for training within the local area. This includes formal training requirements as well as general training needs. Formal training, as defined earlier, meets a formal training requirement and is assigned a CIN and CCMM. A general training need may include areas such as internet training, in-service training, word processing training, etc.

**Section 7.1 Formal Training Requirements for "A" and "C"
              School Courses**

     BUPERS establishes training requirements for "A" and "C"
school courses. The training requirements (number of graduates
required to satisfy a billet in the fleet) are loaded in NITRAS
by CNET. When directed by higher authority, the LTA will deter-
mine how many students can be trained in a course offered at all
NTTS in the local area.

     BUPERS acts as quota control for "A" and "C" schools. If "A"
or "C" school training is to be provided by the NTTS, students
will be ordered to the LTA student UIC established by CNET.
Normally the NAVEDTRACOM schoolhouse PERSUPP DET and student
control to which the LTA is attached will act as the parent
command while the student attends this training. Local requests
for seats in an "A" or "C" school must be coordinated with CNET
(SHOP) to avoid overbooking. If seats are available, the student
may be booked by the LTA. Any costs incurred as a result of this
seat assignment will be provided by the requesting activity.

**Section 7.2 Formal Training Requirements for all Other Types
              of Courses**

     The LTA, in conjunction with other LTAs, will establish the
training requirements for all other types of courses (F, T,
etc.). This information is based on historical throughput and
feedback from the customers. The LTA, when directed by higher
authority, will determine how many students can be trained at the
NTTS in the local area. Once the requirement is determined, the
LTA submits the student input plan (SIP) to CNET (SHOP) who then
loads the plan. All requests for quotas in this training will be
coordinated through the LTA.

**Section 7.3 Training Required to Satisfy an Informal or
              General Training Need**

     In addition to formal courses, the LTA will act as the
central point of contact for training that satisfies a general
training need. The LTA will publish a training schedule that
lists all training available in the region. This is not limited
to technical skills training but may include job enhancement and
job enrichment training.

SECTION 8.0 CATALOG OF NAVY TRAINING COURSES
(CANTRAC) AND SYNERGY DATABASE

     The LTA will ensure that formal NTTS training data is entered
in CANTRAC and is maintained current and accurate. The LTA is
also responsible for entering into and maintaining current and
accurate NTTS data in the Training Synergy Database for all NTTS
sites certified.

SECTION 9.0 NAVY INTEGRATED TRAINING RESOURCES AND ADMINISTRATION SYSTEM (NITRAS II) MANAGEMENT

NITRAS II provides the corporate database for formal training information and ensures the timely collection and dissemination of information. It is an official source for training statistical information, provides a record of course-related data, student performance tracking and training history, and quota management information.

Section 9.1   Student Reporting and Tracking

CNETINST 1510.1 (series) directs that every formal course of instruction be accurately reported to NITRAS. Student reporting will be by student name and social security number unless the training is classified as Team "T" training. In this instance, group reporting may be used.

The LTA is responsible for maintaining a list of student enrollments, graduates, attrites and setbacks. All students assigned to attend a formal course of instruction at an NTTS, will report to the LTA for enrollment. Class rosters will be provided to the NTTS by the LTA. The NTTS will provide the LTA with information on student disposition (graduate, attrite, setback, etc.).

All student information on formal training conducted by the NTTS will be reported under the LTA student UIC.

Section 9.2   Establishment of New Courses in NITRAS II

The Training Agent (TA) is responsible for initiating formal training courses in NITRAS. All training delivered by the NTTS will carry the student UIC for the LTA. The LTA will coordinate requests for new courses with the appropriate TA.

Section 9.3   Accuracy of NITRAS II Data

Once a course is established by the TA, the LTA is responsible for maintaining the accuracy of the data. Changes to any information in NITRAS will be coordinated by the LTA. The LTA will provide the TA, CNET (if different from the TA) and the NTTS with a point of contact for NITRAS matters.

Section 9.4   Class Schedules

Class schedules are required for "A" and "C" schools. When the plan is loaded into NITRAS, the LTA will generate a class schedule for "A" and "C" schools.

Class schedules for other types of training (F, T, etc.) may be entered into NITRAS on a monthly basis after completion of the training or as required.

SECTION 10.0 FUNDING FOR TRAINING

The primary responsibility for funding the training rests with the originator of the training requirement. When a request for training is received, the LTA, in conjunction with CNET/ TYCOMS, will assess the feasibility of providing the training at the NTTS. One of the following options applies:

(1) It may be determined that the most effective method of providing the training is to send the Sailor TAD to a formal course of instruction at an established training site. In this instance, the owner of the training will provide the training without additional funding from the requestor. The requester will provide TAD funds.

(2) If the training is to be delivered by a Mobile Training Team (MTT), the funding may be provided by the originator of the training or the command providing the training. This will be based on whether the training command budgeted for this MTT visit.

(3) For training provided on location (VTT, MTT, and/or pencil/paper curriculum), the requestor will fund any costs associated with the delivery of that training.

SECTION 11.0 MEASURES OF EFFECTIVENESS (MOE)

Assessing the effectiveness of the training is an integral role of the LTA. The following MOEs will be tracked by the LTA and the results provided to CNET.

- Cost to Train

- Course Utilization

- Timeliness of Training

- Quality of Training

Section 11.1 Cost to Train

The cost for providing training is a critical measure of effectiveness. Training provided by the NTTS should be of the highest quality and conducted in a cost-effective manner. To determine the most cost effective manner to conduct training, the LTA will analyze and document the following cost factors:

(1) Costs associated, per student, for providing training TAD.

(2) Costs associated, per student, with delivering training by other non-traditional means, i.e., MTT or VTT.

(3) Costs associated, per student, with the NTTS delivering the training.

(4) Costs associated with NAVEDTRACOM providing the training.

Section 11.2 Course Utilization

Course utilization is an indicator of the number of students enrolled in training at an NTTS. The LTA will document:

(1) The number of students who attend training and the annual graduation rate. The utilization rate will be based on the requirement and plan identified in NITRAS as compared to the actual number of students trained.

(2) Just-in-time, one-time delivered training to include number of convening and number of students trained.

(3) Availability of the training through other sources, traditional classroom training, VTT, MTT, Shipboard Training Enhancement Program (STEP), etc.

Section 11.3 Availability and Timeliness of Training

Delivering training in a timely manner is important to the fleet. The right type of training must be provided when it is required. To measure availability and timeliness of training the LTA will document the following:

(1) Number, by type (just-in-time, formal training, VTT, MTT, etc.), of courses provided by the NTTS.

(2) Time from identification of training need to the delivery of training.

(3) Quotas not met through the NTTS and how the training was provided.

(4) Number, type, and originator of requests for formal training (NAVEDTRACOM training, TYCOM/FLTCINC authorized training, NTTS-developed, just-in-time).

Section 11.4 Quality of Training

Tracking and evaluating the quality of training are necessary in order to verify that training is being delivered as expected, that students are attaining the objectives, and that improvements to training are being identified and implemented. As a means of measuring quality of training, the LTA will collect and analyze data from the following programs.

Section 11.4.1 Course Review Program

The Course Review Program is a means to gather feedback on the quality of the training in the areas of curriculum accuracy and delivery, testing materials and testing administration, facilities and equipment. The LTA will perform the following functions and report as required:

(1) Gather feedback on areas in a course identified for improvement and provide that feedback to the CCMM, the NTTS, or higher authority, for action.

(2) Track action items and report status of completion.

(3) Document courses where the NTTS deviates from the CCMM provided course structure and teaching times and update as required.

Section 11.4.2 Testing Program

The testing program is used to measure the student's achievement of the objectives. The LTA will document and analyze the following student performance data:

(1) Individual final test scores.

(2) Average course final grade.

Section 11.4.3 Student Critique Program

The Student Critique Program will be monitored as critiques are completed. The LTA will:

(1) Provide a summary of the comments and a trend analyses on each question on a quarterly basis.

(2) Track discrepancies and provide results of actions.

Section 11.4.4 Student Management Programs

In monitoring the quality of training through student management programs, the LTA will document the following:

(1) Number of academic and non-academic counseling sessions conducted.

(2) Number of occurrences where remediation was provided to the student.

(3) Number of occurrences where remediation resulted in an additional cost to the government.

(4) Number of students accelerated through training and the time required to complete the training.

(5) Time to train for the students. This includes under instruction (UI) and interrupted instruction (II) data.

(6) Number and reason students were set back (academic and non-academic).

(7) Number and reason students attrited (academic and non-academic).

(8) Number of instances where setbacks (academic and non-academic) were provided at an additional cost to the government.

(9) Number of ARBs and results of ARBs.

11.4.5 Instructional Management Programs

Instructional management programs include the tracking of NTTS instructor performance and in-service training. The LTA will track and monitor the following:

(1) Number and types of in-service training provided by the LTA.

(2) Number of NTTS instructors attending Navy IT course.

(3) Number of quotas requested in Navy IT course but unable to fill.

NTTS CERTIFICATION CHECKLIST

This checklist will serve as a guide for the evaluation and certification of an NTTS. The Procedures column lists the procedures being evaluated. If the procedure is being performed in accordance with the criteria set forth by this instruction, it is evaluated YES. If the procedure is being performed but is not completely in compliance with the criteria, it is evaluated NI (Needs Improvement). If the procedure is not being performed, it is evaluated NO. All items evaluated NI, NO, or NA (not applicable) will be accompanied with an explanation of what is required to bring the evaluation to YES or				
PROCEDURES	**YES**	**NI**	**NO**	**NA**
A. INSTRUCTOR MANAGEMENT				
1. The instructor training program meets Navy requirements.				
a. Instructors completed Navy IT training or equivalent.				
b. NTTS conducts own equivalent training.				
2. Procedures to ensure instructors receive Navy training for sexual harassment, fraternization, and core values are in place.				
3. Procedures for evaluating instructors for technical competency and sound instructional technique are in place.				
4. Procedures for training and counseling instructors who exhibit unsatisfactory performance are in place.				
B. CURRICULUM MANAGEMENT				
1. The curriculum management program meets Navy requirements.				
2. The NTTS has the expertise to develop curriculum to support Navy training.				

C. COURSE MANAGEMENT - This process is course specific and will be completed when a course is identified as a candidate for non-traditional training. This review will be conducted each time a new course is certified to be delivered by the NTTS.				
1. A valid training requirement has been identified.				
2. Course mission identifies the purpose of the training and the level of training required.				
3. Classroom capacity, instructor manning, and equipment data is available for NITRAS input.				
4. If the course material has been developed by the NTTS, respond to the following:				
a. Course structure (teaching times and topic titles) is documented.				
b. Learning Objectives, with behavior, condition and standards are educationally sound and support the course mission.				
c. Instructional materials are technically accurate, educationally sound, and adequately address safety practices.				
d. Evaluation methods adequately measure the objectives.				
e. Evaluation program documents when and how measures are taken, types of measures used, retesting and remediation procedures, and criteria for satisfactory student performance.				
f. Procedures provide direction to the student on how to perform the tests.				
g. A course review program is used to identify areas for improvement in curriculum, evaluation, facilities, student management, and instructor effectiveness.				
h. Subject matter expertise is adequate in order to provide the specific course of instruction.				

D. STUDENT MANAGEMENT

1. A point of contact has been designated to work with the LTA to facilitate students' attendance in training.				
2. A process exists to monitor and analyze student academic performance.				
3. Student records are maintained.				
4. A student feedback program is used to allow students to evaluate the training provided.				
5. An academic counseling program is in place for the students who are having academic difficulty.				
6. Procedures to deal with nonacademic problems are in place.				
7. Procedures for Academic Review Boards (ARBs) are in place.				
8. Procedures to provide course completion information to the LTA are in place.				

E. FACILITIES

1. Adequate classrooms and labs are available for training.				
2. Training is conducted in a safe environment.				
3. Safety is given a priority during training.				